

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
July 24, 2025**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 24, 2025 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Council Member Lee Ann McDermott presiding.

PRESENT: Council Member Lee Ann McDermott
County Manager Romilda Crocamo
Commissioner Chris Chermak
Commissioner Bill Gaughan
Council Member Greg Wolovich

ALSO, PRESENT: Carl R. Beardsley, Jr., Executive Director
Stephen Mykulyn, Director of Engineering
BJ Teichman, Assistant Director
Chris Dalessandro, Director of Finance
Michelle Aigeldinger, Director of Human Resources
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Walter Griffith, Jr., Luzerne County Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor
Thomas Sokola, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Lee Ann McDermott, Chair)

None.

ITEM 2

APPROVAL OF THE MINUTES FROM JUNE 26, 2025 BOARD MEETING:

(Lee Ann McDermott, Chair)

MOTION: To accept and approve the minutes of the June 26, 2025 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Chris Chermak

SECONDED: County Manager Romilda Crocamo

VOTE: Unanimous.

ITEM 3

AIRPORT FINANCIAL REPORT:

(Chris Dalessandro, Director of Finance)

A. Financial Report:

(1) Revenue – Expense Report

As noted on the attached profit/loss statements, for the month of June 2025, Airport Operations had an income totaling **\$223,449** compared to a loss of **\$42,816** in June 2024 which is a difference of **\$266,265**.

Year to date, our profit is **\$839,175** as compared to a loss in 2024 of **\$100,452** a difference of **\$939,627**.

Invoices received since the last meeting for supplies and services totaling **\$851,980.74** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$552,597.38**.

We request the Board approve a PFC transfer of \$25,846.68 for the Taxiway B project 18-03.

MOTION: To accept and approve the above-mentioned PFC transfer.

MOVED BY: Councilmember Greg Wolovich

SECONDED: County Manager Romilda Crocamo

VOTE: Unanimous.

(2) Project Invoices

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The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting and are recommended for payment.

MOTION: Request the Airport Board approve the above transactions and payments as indicated.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 4
ENGINEERING REPORT
(Stephen Mykulyn, P.E., Director of Engineering)

A. Change Order:

ACP 20-04 Hangar with Air & Ground Emergency Response Facility

Change Order No. 2

Recommend the Airport Board Approve Change Order No. 2 increasing our Contract with D&M Construction Unlimited, Inc., \$29,489.02 from \$4,443,325.65 to \$4,472,814.67, subject to FAA, PDOT-BOA and solicitor's concurrences.

This change order is necessary to replace an under-designed and damaged crane rail in the existing hangar bay. This addition to the Contractor's original scope is enumerated in the exhibit attached to the change order and reflects the negotiated prices for the work.

We request that the Board approve this change order.

MOTION: To accept and approve the above-mentioned change directive.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

Commissioner Gaughan asked "Subject to FAA and PENNDOT, Solicitor concurrence, when does that occur". Mr. Mykulyn replied "Once the change order is approved and we send it in for reimbursement, they are basically signing off that we approved it and then they approve it so that we can get reimbursed."

B. Consultant Selection
ACP 24-01 Rehabilitate Airline Apron

On June 12, 2025, the Airport issued a Request for Qualifications (RFQ) for Engineering/Design, Bid and Construction Phase Services for the "Rehabilitate Airline Apron" project. Submittals were due on July 3, 2025.

Three firms provided a response to the RFQ;

McFarland-Johnson, Inc., Binghamton, NY

C&S Engineers, Inc., Philadelphia, PA

KSG Civil/Structural Engineers, Scranton, PA

After review of the responses by Airport Administration Staff, the submissions were determined to be responsive. After review of the information regarding credentials and similar project experience, the Project Selection Committee selected McFarland-Johnson as the best suited and qualified to meet the Airport's needs on this project.

The Airport recommends the Board award the project to McFarland-Johnson, Inc. and authorize Staff to begin contract scope and fee negotiations for approval at a later Board meeting.

MOTION: To accept and approve above-mentioned consultant acceptance.
MOVED BY: Councilmember Greg Wolovich
SECONDED: County Manager Romilda Crocamo

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VOTE: Unanimous.

C. Projects:

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services – McFarland-Johnson, Inc.

Construction Phase Services – McFarland-Johnson, Inc.

ATCT Access Road & Localizer Site Prep Contractor – JBS Dirt, Inc.

Taxiway B Extension Site Preparation Contractor – Leeward Construction, Inc.

Localizer Relocation Contractor – Joyce Electric, Inc.

Taxiway B Extension Paving and Lighting - Leeward Construction, Inc.

Construction Observation/Construction Administration Services – McFarland-Johnson, Inc.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction; no change in status, working with consultant on grant closeouts.

On the Taxiway B Extension Site Preparation; Work on the contract has resumed and is expected to be completed along with the Paving and Lighting Contract.

On the Localizer Relocation; no change in status, working with consultant on grant closeout.

On the Taxiway Paving and Lighting – Work on the Contract continues. Work on the subgrade and stone subbase for the high strength paved areas will be completed this week in anticipation of paving next week. We have been closing the Runway in off-peak hours overnight to complete the subgrade and subbase prep in the areas where the new paving will tie-in to the existing runway. Work on lighting and signage cabling continues along with work on pavement base drains. We continue to meet with the Consultant, the Contractor Air Traffic Control and Operations and the FAA to coordinate work and review progress on the project.

Atty. Frederickson asked when we anticipate this runway to be functional. Mr. Mykulyn responded that we are looking at a September timeframe.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson

PEMB Procurement – Rise Construction

General Construction – D & M Construction

Construction Observation/Construction Administration Services – Borton-Lawson

Approval of the crane beam change order earlier means that the last remaining items can be cleared up with work under the contracts

ACP 22-01

Terminal Expansion – COVID Mitigation

Design Services – McFarland-Johnson, Inc.

We are working with the Consultant to make the final adjustments to the plans and determine what items to bid as alternates, before going out to bid in September. We have made grant application for reimbursement funding for the design on the project. We continue to seek opportunities to fund the project that would then free up currently scheduled funds for other projects.

ACP 22-02

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HVAC System Replacement – Joseph M. McDade Terminal Building
Design Services – C&S Engineers
General & Mechanical Prime – Scranton Electric Heating and Cooling
Electrical Prime – Everon Electrical Contractors
Construction Observation/Construction Administration Services – C&S Engineers

Work on the project is complete. Final punch list items were completed last week. We are working with the consultant and the contractors on contract and grant closeouts.

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ITEM 5

PERSONNEL:

(Michelle Aigeldinger, Director of Human Resources)

A. Resignation:

Request the Airport Board accept the resignation of Kory Kish, Hughestown, PA, effective June 24, 2025.

MOTION: To accept and approve the resignation.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Councilmember Greg Wolovich
VOTE: Unanimous.

Commissioner Gaughan asked what position this resignation was for? Ms. Teichman responded Maintenance, 3rd shift.

A. Appointment:

Request the Airport Board appoint Denise Frutchey, Carbondale, PA to Accounts Receivable Specialist effective August 4, 2025.

Commissioner Gaughan mentioned that it was previously discussed that when there is an appointment, it would be beneficial to include the resume and include a letter of recommendation stating why we would like them to accept the appointment. He would like us to include how many people applied, how many were interviewed and who was on the interview panel. He then asked BJ to give qualifications of the applicant chosen. BJ explained that Denise came highly recommended and has skills and experience with the system we currently use. She has experience with certificates of insurance which we keep for our tenants. Michelle A, Chris D. and BJ T were all in the interview and we will share the scoring system with them.

MOTION: To accept and accept the appointment.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

C. Recognition:

We would like to recognize Matt Gowat, Mayfield, PA for 35 years of service and dedication to AVP.

The Board congratulated Matt for the dedication and service to the Airport.

ITEM 6

DIRECTORS REPORT:

(Carl R. Beardsley, Jr., Executive Director)

A. Passenger Activity:

As noted on the attached “Airport Quick Look” charts, passenger

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enplanements for the month of June 2025 increased 14.4% to 22,671 from 19,812 in the month of June 2024.

In June 2025, 7 departing flights were cancelled, 3 for weather, 2 for ramp closure, 1 for driver and 1 for crew. This accounts for 450 (3%) out of a total of 14,841 departure seats. Also, 9 arriving flights were cancelled, 5 for weather, 2 for ramp closure, 1 for diver and 1 for crew.

B. General Aviation Operations:

For June 2025, General Aviation had 1271 operations (one take-off or one landing) which is a decrease of 13.4% from June 2024, General Aviation Operations.

General Aviation revenues increased \$7,982.76 or 61% to \$21,070.98.

ITEM 7

CONTRACTS / AUTHORIZATIONS

(Carl R. Beardsley, Jr., Executive Director)

A. Parking agreement:

Recommend the Airport Board approve the extension to the Airport Auto Parking Concession and Lease Agreement between the Wilkes-Barre/Scranton International Airport and SP Plus Corporation effective August 1, 2025.

MOTION: To accept and approve the parking extension.
MOVED BY: Commissioner Chris Chermak
SECONDED: Commissioner Bill Gaughan
VOTE: Unanimous.

Commissioner Gaughan asked if anything in the agreement changed. Chris Dalessandro, Director of Finance replied, "No, every thing is still the same we are just extending their current agreement."

ITEM 7

OTHER MATTERS

(Carl R. Beardsley, Jr., Executive Director)

A. VIP Visit:

On July 16, 2025, Vice President J.D. Vance visited our area. The visit went well and pictures were shared to the Board.

ITEM 9

ADJOURNMENT:

(Lee Ann McDermott, Chair)

MOTION: Chair, Lee Ann McDermott made a motion to adjourn the meeting.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Councilmember Greg Wolovich
VOTE: Unanimous.

The meeting was adjourned at 10:57 A.M.